



# Facility Management

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DATE 04-06-99

POLICY NUMBER 01-86

SUBJECT: HOLIDAY DECORATIONS

## POLICY STATEMENT

The following guidelines are offered to all Capitol Complex regarding the decorations utilized for the holiday seasons. These guidelines, which are based on the state fire code requirements, should be considered operating policy for all Capitol Complex.

### Holiday Decorations and Trees

1. Only miniature electric lights will be permitted and must display the UL label. Since the availability of electrical circuits at the Capitol Complex might be overloaded by holiday lighting, permission for such lighting should be received from Facility Management prior to installation. If permission is granted, the period for Christmas decorative lighting must not exceed 90 days.
2. If the artificial tree is other than metal, it should be non-combustible. Only trees displaying a UL or FM label should be used. This non-combustible requirement applies to the entire tree: the branches, trunk and trunk wrapping.
3. Decorations other than Christmas trees that might be used, should also be non-combustible. This would include tinsel, paper, sprays or other materials that might be used to decorate individual rooms, corridors, stairways or places of assembly.
4. The location of the tree or decorations shall not block, nor restrict the use of halls, exits, stairways, and shall not cover any exit signs.
5. Trees shall be located in areas as remote as possible from stairways.
6. The Uniform Fire Code requires that: "Extension cords and flexible cords shall not be affixed to structures; extend through walls, ceiling, floors, under doors or floor coverings; or be subject to environmental or physical damage." With this requirement it must also be noted that all appliances, fixtures and cords must have been approved by a laboratory testing agency.
7. LIVE CHRISTMAS TREES SHALL NOT BE USED UNLESS POTTED OR TREATED WITH FIRE RETARDANCY AS IS EVIDENCED BY A LABEL ATTACHED TO THE TREE.

Question regarding any of the above policies should be directed to Facility Management at 328-2471.